

Program A: Administration and General Support

Program Authorization: R.S. 36:251, 256, 258

Program Description

The mission of the Administration and General Support Program of New Orleans Home and Rehabilitation Center is to provide the support services and physical resources necessary to facilitate resident care at a level consistent with all required federal and state certification, licensing, accreditation, and other regulatory body standards. The goal of the Administration and General Support Program is to provide leadership, program support, and program development to efficiently use resources and to maintain facility services, including staffing and medical records, in compliance with Centers for Medicare and Medicaid Services (CMS), state licensing, and other regulatory requirements. The Administration and General Support program is responsible for the purchase of supplies and services necessary to feed, house, and provide the amenities necessary for the comfort of the residents. Also, this program is responsible for the financial operation of the facility, the preparation of mandated reports to the various controlling agencies, and the safekeeping of resident's funds. The Administration and General Support program is responsible for timely and accurately billing charges for services provided and the timely collection of monies due. This program ensures that equipment that is needed and used in the care of the residents is in safe working order and that the grounds and buildings are kept clean and in good repair at all times.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	1,049,689	982,176	982,176	1,079,623	950,390	(31,786)
Fees & Self-gen. Revenues	174,367	211,555	211,555	152,369	133,629	(77,926)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	63,982	55,898	55,898	55,898	50,947	(4,951)
TOTAL MEANS OF FINANCING	\$1,288,038	\$1,249,629	\$1,249,629	\$1,287,890	\$1,134,966	(114,663)
EXPENDITURES & REQUEST:						
Salaries	\$576,425	\$589,722	\$589,722	\$608,582	\$505,418	(\$84,304)
Other Compensation	3,228	310	310	310	310	0
Related Benefits	114,091	110,473	110,473	125,663	106,223	(4,250)
Total Operating Expenses	526,087	480,589	480,589	313,635	290,918	(189,671)
Professional Services	6,363	9,800	9,800	10,035	9,800	0
Total Other Charges	48,157	33,735	33,735	208,665	208,610	174,875
Total Acq. & Major Repairs	13,687	25,000	25,000	21,000	13,687	(11,313)
TOTAL EXPENDITURES AND REQUEST	\$1,288,038	\$1,249,629	\$1,249,629	\$1,287,890	\$1,134,966	(114,663)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	21	19	19	19	16	(3)
Unclassified	0	0	0	0	0	0
TOTAL	21	19	19	19	16	(3)

SOURCE OF FUNDING

The Administration and General Support Program is funded from Interagency Transfers, Fees and Self-generated Revenues, and Title XVIII Federal Funds (Medicare). Interagency Transfers means of financing represents Title XIX reimbursement for services provided to Medicaid eligible patients received through the Department of Health and Hospitals, Medical Vendor Payments Program. Fees and Self-generated Revenues include: (1) payments from patients for services based on a sliding fee scale; (2) employee meal reimbursement; and (3) miscellaneous income, such as funds received from the Veterans Administration for contract services provided. Federal Funds are Title XVIII for services provided to Medicare eligible patients.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$1,249,629	19	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$1,249,629	19	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$7,932	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$11,868	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	(\$2,042)	0	Risk Management Adjustment
\$0	\$13,687	0	Acquisitions & Major Repairs
\$0	(\$25,000)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$35	0	Legislative Auditor Fees
\$0	\$2,160	0	UPS Fees
\$0	(\$940)	0	Salary Base Adjustment
\$0	(\$11,996)	0	Attrition Adjustment
\$0	(\$8,664)	0	Salary Funding from Other Line Items
\$0	\$9,046	0	Group Insurance Adjustment
\$0	(\$55)	0	Civil Service Fees
\$0	(\$110,694)	(3)	Gubernatorial Position Reduction
\$0	\$0	0	Net means of financing substitutions - Replace \$59,186 of Fees and Self-generated Revenues with \$59,186 of Interagency Transfers due to an increase number of residents that are entitled to Title 19 (Medicaid).
\$0	\$1,134,966	16	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$1,134,966	16	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$0	\$1,134,966	16	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$9,048	Information Technology Services
\$752	Engineering and Architectural Services
\$9,800	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

This program does not have funding recommended for Other Charges for Fiscal Year 2002-2003.

Interagency Transfers:

\$151,497	Office of Risk Management
\$18,698	Office of Telecommunications
\$13,669	Legislative Auditor Fee
\$11,950	Department of Civil Service - Personnel services
\$8,343	Division of Administration - Uniform Payroll System expenses
\$2,266	Division of Administration - Office of Mail Operations
\$1,187	Division of Administration - Comprehensive Public Employees' Training Program
\$1,000	State Printing Press

\$208,610 SUB-TOTAL INTERAGENCY TRANSFERS

\$208,610 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$13,687 Recommended level of funding for the replacement and repairs of obsolete, inoperable, or damaged equipment and buildings.

\$13,687 TOTAL ACQUISITIONS AND MAJOR REPAIRS